



A Public Service Agency

APPLICATION FOR REFUND

REFUND INSTRUCTIONS

(Part 1)

This application can be used to request refunds for vehicle registration, driver license, identification card, special certificate, financial responsibility, and other fees and/or penalties collected by the Department of Motor Vehicles (DMV).

This is a 3-part application form. Part 1 is instructions for completing the Application for Refund. Part 2 is the "Application for Refund" which you complete as the applicant. Part 3 is the "Refund Status Notification" which will be completed and mailed to you, informing you of the disposition of your refund request.

DMV will not honor refund requests that are:

- for registration fees,
 - when they are **paid prior to the sale** of the vehicle.
 - when the vehicle was operated after the new registration year.
 - covering a portion of the year.
- for duplicate certificates and/or stickers when voluntarily applied for.
- for parking fees, please contact the issuing agency or court.
- for use tax, please contact the State Board of Equalization.
- received more than three years after payment due to the Statute of Limitations and because department records are no longer available for verification
- for a commercial driver license application when applicant decides against the license.

To apply for a refund of fees and/or penalties collected by DMV that were erroneous, excessive, or not due:

- Read the instructions (front and back of Part 1) thoroughly to determine if a refund of fees may be due.
- Detach Part 1 (Application for Refund Instructions).
- Complete Part 2 (Application for Refund), see the instructions on the reverse side of Part 1.
- Submit Part 2 and 3 to the nearest DMV office or mail to: Department of Motor Vehicles
PO Box 942869 MS A239
Sacramento, California 94269-0001

To expedite your refund: Applications for refund supported by documents, or copies thereof, evidencing payment of the sums claimed will expedite the refund process. Such documentation may be in the form of:

- photocopy of cancelled check (front and back) showing proof of payment and originally drawn in favor of DMV. If payment was made twice to the department, please submit photocopies of both cancelled checks.
- receipts issued by the department.
- vehicle registration cards.

To further substantiate your refund request, you may be asked to submit:

- the Registration Card and sticker for the year fees are being refunded.
- a Notice of Release of Liability (REG 138) giving the name and address of the purchaser and the date of sale.
- a Certificate of Nonresident Military Exemption form.
- the Certificate of Title issued for the vehicle or vessel for which the fees are being refunded (if a change or correction of vehicle or vessel description is also involved).
- a Statement of Facts completed and signed authorizing the department to issue the refund in your name (if you are other than the registered owner or selling dealer).
- proof of medical condition which prevented issuance of a driver license.

NOTE: You will be notified of the disposition of your refund request within 30 days from the date of receipt. See the reverse side of Part 1 for instructions in completing the Application for Refund.

APPLICATION FOR REFUND

INSTRUCTIONS

(Part 1) *continued*

How to complete Part 2 (Application for Refund):

- “Item Numbers” correspond to the numbers shown on the “Application for Refund.”
- “Item Description” is the same as indicated on the application.
- “What to Enter” clarifies the information required to be completed by you, the applicant.

ITEM NUMBER	ITEM DESCRIPTION	WHAT TO ENTER
1	Name of Payee	Name (last, first, and middle initial) of the individual(s) and/or company who is entitled to the refund. This name will be printed on the check.
1 A	Refund Claim Amount	Enter the amount of the refund.
2	Street Address	Show your complete street address. (If there is an “in care of” (C/O) address, enter the C/O name first on the street address line, followed by the street address.)
3	City, State, and Zip Code	Show the complete city name, state, and zip code.
4	Last 3 Characters of Vehicle ID Number	If this is a refund of registration fees , show the last three characters of the vehicle identification (ID) number or vessel hull identification number.
5	Refund Regarding	Show the name(s) of a particular vehicle owner, driver, client, or customer if the fees were paid by a person other than the person shown as the payee in Item 1 (i.e., dealer, attorney, etc.).
6	DL Application or Receipt Number	If this is a refund of driver license (DL) fees , show the driver license or receipt number. (Includes a commercial driver license, special certificate, financial responsibility, etc.)
7	Vehicle License or Account Number	If this is a refund of registration fees , show the vehicle license plate number, vessel registration number, one trip permit, commercial requester account number, IRP fleet number, etc.
8	DMV Office Where Fees Were Paid	Enter the name of the DMV office or location of the Auto Club where the fees to be refunded were originally paid.
9	Credit Card Refund	If fees were originally paid by credit card, mark an “X” in the box.
10	Date Fees Were Paid	Enter the date the fees to be refunded were originally paid. (Month and year, if the exact date is not known.)
11	Reason for Refund	Mark an “X” in the box which applies to your refund request. If “Other” is marked, write a brief statement justifying the reason a refund is requested. (“Other” should be marked for other types of refund requests such as driver license, commercial driver license, special certificate, financial responsibility, etc.)
12	Date	Enter the date the Application for Refund is signed.
13	Signature of Claimant	Your signature.
14	Daytime Telephone Number	Your daytime area code and telephone number.

IF ADDITIONAL ITEMS ARE REQUIRED, YOU WILL BE NOTIFIED.

Must be submitted to:
Department of Motor Vehicles
P. O. Box 942869 MS A239
Sacramento, CA 94269-0001



APPLICATION FOR
REFUND
(Part 2)

DMV USE ONLY
DATE LINE (FIELD OFFICE)
<input type="checkbox"/> VR <input type="checkbox"/> DL <input type="checkbox"/> OL <input type="checkbox"/> MISC
DATE DMV RECEIVED REFUND REQUEST

PLEASE PRINT OR TYPE

APPLICANT INFORMATION		
1. NAME	1A. A claim for refund of \$ _____ in fees paid in error or not required to be paid to the Department of Motor Vehicles is hereby made in accordance with the provisions of Vehicle Code §42231, and/or Revenue and Taxation Code §10901.	
2. STREET ADDRESS	4. LAST THREE CHARACTERS OF VIN	
3. CITY, STATE, ZIP CODE	7. VEHICLE LICENSE OR ACCOUNT NUMBER	
5. REFUND REGARDING (COMPLETE NAME)	6. DL APPLICATION OR RECEIPT NUMBER	10. DATE FEES WERE PAID
8. DMV OFFICE WHERE FEES WERE PAID	9. WERE FEES PAID BY CREDIT CARD? <input type="checkbox"/> Yes <input type="checkbox"/> No	
11. A REFUND OF FEES IS BEING REQUESTED BECAUSE:		

- ☐ I am in the military and not a resident of California. (A completed and signed Certificate of Nonresident Military Exemption form must accompany this application.)
- ☐ Vehicle left and was last operated in California on _____ (MONTH/DAY/YEAR) and fees were paid on _____ (MONTH/DAY/YEAR).
- ☐ Vehicle was ☐ sold ☐ wrecked ☐ stolen on _____ (MONTH/DAY/YEAR) and fees were paid on _____ (MONTH/DAY/YEAR).
- ☐ Other. (Please explain briefly)

I CERTIFY under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

12. DATE (MONTH, DAY, YEAR) / /	13. SIGNATURE OF APPLICANT	14. DAYTIME TELEPHONE NUMBER AND AREA CODE ()
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FOR DEPARTMENT USE ONLY

15. HEADQUARTERS APPROVAL (TECHNICIAN: FULL NAME)		16. TECHNICIAN: TITLE, UNIT, AND DATE		17. SUPERVISOR APPROVAL AND DATE	
18. TYPE LICENSE	19. SUB M FEE CLEARANCE DATE	20. COUNTY CODE	21. MANAGER APPROVAL AND DATE		
FEE CODES	REFUND AMT	FEE CODES	REFUND AMT	FEE CODES	REFUND AMT
001		A			
002		T			
003		B			
00L		Q			
VL2		S		6	
		V		7	

FEE INDICATOR (PLEASE CIRCLE ONE)

V = A registration record is in the masterfile

P = All other transactions

TOTAL REFUND

FOR ACCOUNTING USE ONLY

VLF OFFSET	VLF PENALTY OFFSET	INTEREST (P01)
RECEIVED AND DESTROYED REG CARD AND STICKER NUMBER <input type="checkbox"/> 19 _____ Sticker Number:		ADJUSTED TOTAL

Must be submitted to:
Department of Motor Vehicles
P. O. Box 942869 MS A239
Sacramento, CA 94269-0001

STATE OF CALIFORNIA
DMV
DEPARTMENT OF MOTOR VEHICLES
A Public Service Agency

**REFUND STATUS
NOTIFICATION
(Part 3)**

DMV USE ONLY
DATE LINE (FIELD OFFICE)
<input type="checkbox"/> VR <input type="checkbox"/> DL <input type="checkbox"/> OL <input type="checkbox"/> MISC
DATE DMV RECEIVED REFUND REQUEST

PLEASE PRINT OR TYPE

APPLICANT INFORMATION		
1. NAME		1A. A claim for refund of \$ _____ in fees paid in error or not required to be paid to the Department of Motor Vehicles is hereby made in accordance with the provisions of Vehicle Code §42231, and/or Revenue and Taxation Code §10901.
2. STREET ADDRESS		
3. CITY, STATE, ZIP CODE		
5. REFUND REGARDING (COMPLETE NAME)		4. LAST THREE CHARACTERS OF VIN
6. DL APPLICATION OR RECEIPT NUMBER		7. VEHICLE LICENSE OR ACCOUNT NUMBER
8. DMV OFFICE WHERE FEES WERE PAID	9. WERE FEES PAID BY CREDIT CARD? <input type="checkbox"/> Yes <input type="checkbox"/> No	10. DATE FEES WERE PAID
11. A REFUND OF FEES IS BEING REQUESTED BECAUSE:		

- ☐ I am in the military and not a resident of California. (A completed and signed Certificate of Nonresident Military Exemption form must accompany this application.)
- ☐ Vehicle left and was last operated in California on _____ and fees were paid on _____.
(MONTH/DAY/YEAR) (MONTH/DAY/YEAR)
- ☐ Vehicle was ☐ sold ☐ wrecked ☐ stolen on _____ and fees were paid on _____.
(MONTH/DAY/YEAR) (MONTH/DAY/YEAR)
- ☐ Other. (Please explain briefly)

I CERTIFY under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

12. DATE (MONTH, DAY, YEAR) / /	13. SIGNATURE OF APPLICANT	14. DAYTIME TELEPHONE NUMBER AND AREA CODE ()
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FOR DEPARTMENT USE ONLY

YOUR APPLICATION FOR REFUND OF FEES PAID TO THE DEPARTMENT HAS BEEN:

- ☐ Approved and is now being processed. A check will be sent to you in approximately 30 days.
- ☐ Denied. The Vehicle Code does not authorize the department to refund fees under the conditions stated below:
- ☐ Vehicle was ☐ sold ☐ stolen ☐ wrecked after fees became due.
- ☐ The vehicle was operated in California after fees became due.
- ☐ There are no provisions made for refund covering a portion of the year.
- ☐ There are no provisions in the statutes to provide for a refund of registration fees when they are paid prior to the sale of a vehicle. It is considered to be a currently registered vehicle and a refund is not in order. Any adjustment of fees paid for renewal must be negotiated between the buyer and seller.
- ☐ The department does not issue refunds for duplicate certificates and/or stickers when voluntarily applied for.
- ☐ Other

THANK YOU FOR YOUR COOPERATION.

DO NOT DETACH
FOR DEPARTMENT USE ONLY